

Plumbing Issue Notification

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. We would like to inform you that we have become aware of a plumbing issue at your residence located at [Tenant's Address]. Specifically, the issue pertains to [briefly describe the plumbing issue, e.g., a leak in the bathroom or malfunctioning kitchen sink].

In order to resolve this matter promptly, we have scheduled a visit from our plumbing service on [insert date] at [insert time]. Please ensure that you are available during this time to allow our technicians access to address the issue.

If this time is not convenient for you, please contact us at [insert contact information] to arrange an alternative time.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company/Organization Name]

[Your Contact Information]